

Hunter LEAP (Learning, Education and Accreditation Program)

NUMBER GLUHL0215

VERSION 1

AUTHORISED BY Manager Game Licensing

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ISSUED BY Game Licensing Unit

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Policy Statement

It is a requirement of the *Game and Feral Animal Control Act 2002* (the Act) that NSW Restricted Game Hunting Licence (R-Licence) applicants must undertake 'Adequate Training' to qualify for the licence (Part 3, Division 3, Section 19(1)(b)). Clause 12 of the *Game and Feral Animal Control Regulation 2012* (the Regulation) allows the Regulatory Authority (the Secretary of the NSW Department of Trade and Investment, Regional Infrastructure and Services, delegated to the Department of Primary Industries Game Licensing Unit) to approve courses of training as well as accredit persons, clubs or associations to deliver that training for the purpose of granting such a licence.

Through Hunter LEAP (Learning, Education and Accreditation Program), the Department acknowledges the important role of hunter education and training in regulated hunting. Hunter LEAP ensures that individuals wanting to hunt on public land are suitably educated and that opportunities for hunter education are available to all NSW Game Hunting Licence holders.

This policy provides a framework for the management and delivery of education and training through Hunter LEAP. It will ensure consistent high standards and strong oversight of training delivered by accredited providers and trainers.

Scope

This policy applies to Approved Hunting Organisations (AHOs), hunting industry businesses or individuals who apply to or are accredited Hunter LEAP Providers or Hunter LEAP Trainers.

This policy does not apply to AHOs or other hunting organisations that are not accredited under the Regulation to provide Hunter LEAP.

Requirements

1. Application to become a Hunter LEAP Provider.

Applicants must:

- a. be an Approved Hunting Organisation (AHO) or a hunting industry business.
- b. apply to the Game Licensing Unit on the approved form (Form HL-A) that is signed by an official representative who is an Australian citizen or permanent resident and who will become the Provider's contact person for all communication with Game Licensing Unit.
- c. receive written approval from the Game Licensing Unit confirming accreditation as a Hunter Leap Provider with a provider accreditation number.
- d. nominate Hunter LEAP Trainers to manage and deliver Hunter LEAP material.

2. Application to become a Hunter LEAP Trainer

Applicants must:

- a. be an Australian citizen or permanent resident.

- b. be a member of an Approved Hunting Organisation (AHO) or employee of a hunting industry business which is accredited under this policy to provide Hunter LEAP.
- c. advise the Game Licensing Unit if they have been subject to any disciplinary action taken by any AHO regarding their hunting activities, behaviour or conduct.
- d. hold a NSW Restricted Game Hunting Licence or certification of completing the mandatory component of the R-Licence Assessment Course.
- e. be nominated by the contact person of their accredited Hunter LEAP Provider.
- f. apply to the Game Licensing Unit on the approved form (Form HL-B) and provide a current Working with Children Check and other documents as requested in the application form.
- g. consent to a criminal history check (conducted by the Game Licensing Unit).
- h. read, understand and comply with the Hunter LEAP Trainer's Guide: Training standards and techniques, and commit to its principles.

3. *Maintaining accreditation with Hunter LEAP*

- a. Hunter LEAP Providers and Trainers must notify the Game Licensing Unit within 14 days of any circumstance that may give rise to the organisation no longer being compliant with the requirements listed in this policy, such as loss of registration as an Approved Hunting Organisation (AHO) or loss of registration as an Australian business.
- b. Hunter LEAP Providers must notify the Game Licensing Unit of any changes to the name and contact details of the official contact person within 14 days of the change occurring.
- c. Hunter LEAP Providers and Trainers must ensure that a current actively monitored phone number and email address is provided to the Game Licensing Unit for the purpose of effective communication.
- d. Hunter LEAP Providers and Trainers must notify the Game Licensing Unit within 14 days of any change to their:
 - i) street address and mailing address
 - ii) email address
 - iii) telephone contact numbers, and
 - iv) Australian Citizenship requirements.
- e. Hunter LEAP Trainers must notify the Game Licensing Unit of any event that would affect the outcome of their Working with Children Check and Criminal History Check.
- f. Hunter LEAP Providers and Trainers must comply with any requests for information from the Game Licensing Unit, such as during an audit and review or other circumstance, within the nominated timeframe.
- g. Hunter LEAP Trainers must retain their accreditation books until all certificates have been issued then must return the completed book to the Game Licensing Unit.

4. *Provision of Hunter LEAP educational material and programs.*

The Department will supply education material to registered Hunter LEAP Partners that:

- a. has been approved as a course pursuant to clause 12 of the Regulation and satisfies the definition of 'adequate training' for the purposes of section 19 of the Act, specifically:
 - i. relevant provisions of the Act, Regulation and the Hunters' Code of Practice.
 - ii. principles for the safe use of firearms, bows and other hunting equipment.
 - iii. ethics of hunting, including laws relating to trespass.
 - iv. animal welfare issues relating to hunting.
 - v. such other matters as the Regulatory Authority considers appropriate.
- b. is a complete training package including course content along with specific guidelines for standards, procedures and learning outcomes.
- c. is developed according to best practice workplace training and assessment principles.

5. *Delivery of education and training under Hunter LEAP*

In order to ensure consistency and an acceptable standard of delivery, Hunter LEAP Partners must:

- a. read, understand and comply with this policy and any procedures and standards for hunter education and training issued by the Game Licensing Unit.
- b. read, understand and comply with the Hunter LEAP Trainer's Guide: Training standards and techniques and the Hunter LEAP Trainer's Guide: Delivering the R-Licence Assessment Course.
- c. read, understand and comply with the specific guidelines for standards, procedures and learning outcomes contained in each Hunter LEAP Training Package, and other documents that set out required standards and procedures such as the Hunter LEAP Short Course Delivery Guide.
- d. deliver the material supplied without change unless prior approval has been obtained from the Game Licensing Unit.

6. *Review and audit of Hunter LEAP Providers and Hunter LEAP Trainers*

Reviews and audits will be conducted by the Game Licensing Unit on Hunter LEAP Partners using the following guidelines:

- a. audits will be conducted randomly and will focus on the delivery and record keeping requirements for Hunter LEAP Partners.
- b. Hunter LEAP Partners will be notified of an audit in writing via email and by telephone two weeks prior to the audit taking place.
- c. Hunter LEAP audit details and expectations will be explained to Partners prior to an audit taking place.
- d. Hunter LEAP Partners will be notified in writing of the outcome of any audit and review they have been subject to.
- e. audit records will be retained by the Game Licensing Unit for no more than 10 years.

7. *Suspension or cancellation of accreditation as a Hunter LEAP Provider or Hunter LEAP Trainer.*

- a. Hunter LEAP Partners may have their accreditation suspended when:
 - i. they fail to respond, comply or cooperate with a review or audit conducted under this policy.
 - ii. they have a 'non-compliant' audit finding.
- b. Suspended Hunter LEAP Partners may have their accreditation reinstated when:
 - i. they respond to the audit and review information that resulted in their suspension according to policy item 7(a)(ii) and then return a 'compliant' audit result.
 - ii. they have completed the recommended actions from a 'non-compliant' audit report and have then returned a 'compliant' audit result.
- c. Hunter LEAP Partners may have their accreditation cancelled when:
 - i. they fail to respond, comply or cooperate with a review or audit under this policy on two separate occasions.
 - ii. they fail to comply with actions in a 'non-compliant' audit report within three months.
- d. Hunter LEAP Partners that have had their accreditation cancelled will not be considered for re-accreditation for three years from the date of cancellation.

Hunter LEAP Partners that have had their accreditation cancelled may appeal the decision within 30 working days by writing to:

Manager Game Licensing Unit
Department of Primary Industries
Locked Bag 21
Orange NSW 2800

Roles and responsibilities

Role	Responsibility
Hunter LEAP Providers and Hunter LEAP Trainers	<ul style="list-style-type: none">▪ Comply with this policy and associated procedures.▪ Deliver Hunter LEAP education material according to the standards and learning outcomes relevant to each course.▪ Maintain up-to-date contact information.▪ Respond to requests from the Game Licensing Unit within the stated timeframe.

Safety considerations

This policy will enhance the safety and wellbeing of Game Licensing Unit staff and Hunter LEAP Partners by ensuring that expectations are clearly communicated and that a consistent approach is applied to education and training for hunters.

Delegations

The Regulatory Authority has delegated the following function to the Game Licensing Unit:

Delegation	Role
Approval of courses of training for grant of game hunting licences.	<ul style="list-style-type: none">▪ Director General, Department of Primary Industries▪ Manager, Game Licensing▪ Team Leader, Programs

Definitions

- *Regulatory Authority*: Secretary of the NSW Department of Trade and Investment, Regional Infrastructure and Services, delegated to the Department of Primary Industries Game Licensing Unit.
- *AHO*: Approved Hunting Organisation as constituted under the *Game and Feral Animal Control Act 2002*.
- *Hunter LEAP*: Hunter Learning, Education and Accreditation Program.
- *Hunter LEAP Provider*: an AHO, hunting industry business or individual that has been accredited by the Regulatory Authority to deliver Hunter LEAP training courses issued and approved by the Regulatory Authority.
- *Hunter LEAP Trainer*: an individual affiliated with a Hunter LEAP Provider that has been accredited to deliver Hunter LEAP training courses issued and approved by the Regulatory Authority.
- *Hunter LEAP Partners*: Collectively all Hunter LEAP Providers and Hunter LEAP Trainers.

Legislation

- *Game and Feral Animal Control Act 2002*
- *Game and Feral Animal Control Regulation 2012*
- *Firearms Act 1996*
- *Child Protection (Working with Children) Act 2012* (and the related *Child Protection (Working with Children) Regulation 2013*)
- *A New Tax System (Australian Business Number) Act 1999* (and the related *A New Tax System (Australian Business Number) Regulations 1999*)

Related policies

- GLUAHO0814 Approved Hunting Organisations approval and management.

Other related documents

- Primefact 1380 - Hunter LEAP (Learning, Education and Accreditation Program)
- Hunter LEAP Trainer's Guide: Training standards and techniques
- Hunter LEAP Trainer's Guide: Delivering the R-Licence Assessment Course
- Hunter LEAP Short Course Delivery Guide
- Hunter LEAP Short Course Training Packages
- Hunter LEAP Workshop Training Packages
- Hunter LEAP Firearms and Hunting Safety Guide

Superseded documents

- N/A

Revision history

Version	Date issued	Notes	By
1	3 March 2015	New policy drafted.	Coordinator Education and Training

Review date

02/03/16

Contact

Education and Training Team
DPI Game Licensing Unit
Level 12, 10 Valentine Avenue
Parramatta NSW 2150
P: 02 9842 8351
E: hunter.leap@dpi.nsw.gov.au
W: www.dpi.nsw.gov.au/hunting